

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**ANNUAL REORGANIZATIONAL MEETING**

**JULY 21, 2022**

The annual reorganizational meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday July 21, 2022.

**I. CALL TO ORDER**

Chairperson Margaret Hartough called the meeting to order at 9:34am. Also present were Jacqueline Elsas, Carolyn McQuade, Georganne White, Michelle Glennon, and Director James Olney. Assistant Director Nancy Morcerf was absent with prior notice.

**II. ADOPTION OF THE AGENDA**

Ms. McQuade moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

**III. OATH OF OFFICE**

The oath of office was administered to Ms. McQuade at the office of Andrew Martingale of Hamberger, Maxson, Yaffe & Martingale, LLP prior to the meeting.

**IV. REGORGANIZATION OF THE BOARD**

Mrs. Elsas moved to approve the following, seconded by Mrs. Glennon and unanimously carried.

- A. Chairperson – Carolyn McQuade, Vice Chairperson – Margaret Hartough, Secretary – Michelle Glennon, Financial Secretary – Jacqueline Elsas
- B. Personnel Committee – Georganne White and Jacqueline Elsas
- C. Capital Improvement Committee – Margaret Hartough and Michelle Glennon

**V. APPOINTMENTS**

- A. Mrs. Hartough moved to approve Andrew Martingale of Hamburger, Maxson, Yaffe & Martingale, LLP as Library Attorney for 2022/2023 fiscal year, seconded by Mrs. Elsas and unanimously carried.
- B. Mrs. Elsas moved to approve Philip DeDora as Library Treasurer for 2022/2023 fiscal year, seconded by Ms. White and unanimously carried.
- C. Ms. White moved to approve Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2022/2023, seconded by Mrs. Hartough and unanimously carried.
- D. Mrs. Hartough moved to approve Borg & Borg Insurance, Inc. to manage insurance program for fiscal 2022/2023, seconded by Mrs. Elsas and unanimously carried.
- E. Mrs. Elsas moved to approve John Tanzi Architects as Library Architect for fiscal 2022/2023, seconded by Mrs. Glennon and unanimously carried.
- F. Mrs. Glennon moved to approve Fran Byrne as Clerk of the 2023 Library Budget Vote, seconded by Ms. White and unanimously carried.

- G. Ms. White moved to approve James Olney as Records Access Officer 2022/2023, seconded Mrs. Hartough and unanimously carried.
  - H. Mrs. Hartough moved to approve Nancy Morcerf and Records Management Officer 2022/2023, seconded by Mrs. Elsas and unanimously carried.
  - I. Mrs. Elsas moved to approve Barbara Dattolico as Recording Secretary to the Board of Trustees 2022/2023, seconded by Mrs. Glennon and unanimously carried.
  - J. Mrs. Glennon moved to approve Cristina Spinelli, CPA, as Internal Auditor for fiscal 2022/2023, seconded by Ms. White and unanimously carried.
  - K. Ms. White moved to approve F. Alan Olita as Building Emergency Contact for 2022/2023, seconded by Mrs. Hartough and unanimously carried.
  - L. Mrs. Hartough moved to approve Charles Cornetta as Security Consultant for 2022/2023, seconded by Mrs. Elsas and unanimously carried.
- VI. Approval of Use of Facsimile Signature  
Mrs. Elsas moved to approve Use of Facsimile Signature (see attached), seconded by Mrs. Glennon and unanimously carried.
- VII. Designation of Signatories for General Fund II  
Mrs. Glennon moved to approve Designation of Signatories for General Fund II, (see attached) seconded by Ms. White and unanimously carried.
- VIII. Designation of Payroll Certification Officer  
Ms. White moved to approve Designation of Payroll Officer (see attached), seconded by Mrs. Hartough and unanimously carried.
- IX. Approval of Payments of Warrants when a quorum of the Board is unavailable.  
Mrs. Hartough moved to approve payments of warrants when a quorum of the Board is unavailable (see attached), seconded by Mrs. Elsas and unanimously carried.
- X. Approval of Supplementary Warrants  
Mrs. Elsas moved to approve Supplementary Warrants (see attached), seconded by Mrs. Glennon and unanimously carried.
- XI. Approval of Northport- East Northport Public Library Investment Policy  
Mrs. Glennon moved to approve Northport-East Northport Public Library Investment Policy 2022/2023, (see attached) seconded by Ms. White and unanimously carried.
- XII. Approval of Fixed Asset Withdrawals for fiscal 2021/2022  
Ms. White moved to approve Fixed Asset Withdrawal for fiscal 2021/2022, (see attached) seconded by Mrs. Hartough and unanimously carried.

- XIII. **Review of Fund Balance Policy**  
Mrs. Hartough moved to approve Fund Balance Policy, (see attached) seconded by Mrs. Elsas and unanimously carried.
- XIV. **Approval of Tuesday, April 4, 2023, to hold Annual Library Vote and Trustee Election**  
Mrs. Elsas moved to approve Tuesday April 4, 2023 to hold Annual Library Vote and Trustee Election, seconded by Mrs. Glennon and unanimously carried.
- XV. **Designation of The Observer and/or The Times of Northport as the official newspaper for publications of Legal Notices.**  
Ms. Glennon moved to approve designation of The Observer and/or The Times of Northport as the official newspaper for publication of Legal Notices, seconded by Ms. White and unanimously carried.
- XVI. **Authorization to publish notice of the Annual Financial Audit for fiscal 2021/2022.**  
Ms. White moved to approve authorization to publish notice of the Annual Financial Audit for fiscal 2021/2022, seconded by Mrs. Hartough and unanimously carried.
- XVII. **Adoption of 2023 Schedule of Holiday Openings and Closings.**  
Mrs. Hartough moved to approve Schedule of Holiday Openings and Closings 2023, (see attached) seconded by Mrs. Elsas and unanimously carried.
- XVIII. **Review of Procurement Guidelines Policy**  
Mrs. Elsas moved to approve Procurement Guidelines Policy, (see attached) seconded by Mrs. Glennon and unanimously carried.
- XIX. **Schedule of 2022/2023 Board Meetings Draft Calendar).**  
Mrs. Glennon moved to approve the following Schedule of 2022/2023 Board Meetings, seconded by Ms. White and unanimously carried.

Thursday, August 18, 2022	10:00am	
Thursday, September 22, 2022	10:00am	
Thursday, October 20, 2022	10:00am	
Thursday, November 17, 2022	10:00am	
Thursday, December 15, 2022	10:00am	
Thursday, January 12, 2023	10:00am	
Thursday, February 16, 2023	10:00am	
Tuesday, March 21, 2023	5:30pm	
Tuesday, March 21, 2023	7:30pm	Public Hearing
Tuesday, April 4, 2023	9:00am to 9:00pm	Library Vote & Election of Trustee
Thursday, April 22, 2023	10:00am	

Reorganizational Meeting 2022

Page Four

Approved

Thursday, May 18, 2023

10:00am

Thursday, June 15, 2023

10:00am

Thursday, July 20, 2023

9:30am

Reorganizational Meeting

Thursday, July 20, 2023

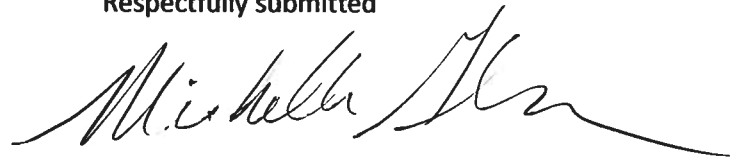
11:00am

Regular Board Meeting

XX. ADJOURNMENT

Ms. White moved to adjourn meeting at 10:15, seconded by Mrs. Hartough and unanimously carried.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Michelle Glennon", with a long horizontal flourish extending to the right.

Michelle Glennon  
Secretary



# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
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Dear Board Member:

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, July 21, 2022 at 9:30 AM** followed by the Regular Monthly Meeting in the Board Conference Room of the Northport Public Library.

## ANNUAL REORGANIZATIONAL AGENDA

- I. Call to Order
- II. Adoption of Agenda (Motion required)
- III. Oath(s) of Office: Andrew Martingale to Carolyn McQuade, Trustee.
- IV. Reorganization of Board
  - A. Election of Chairperson, Vice-Chairperson, Secretary, and Financial Secretary (Motion required)
  - B. Selection of members of Personnel Committee
  - C. Selection of members of Capital Improvements Committee
- V. Appointments
  - A. Andrew Martingale of Hamburger, Maxson, Yaffe & Martingale, LLP as Library Attorney for 2022/2023 fiscal year (Motion required)
  - B. Philip DeDora as Library Treasurer for 2022/2023 fiscal year (Motion required)
  - C. Bayside CPA PLLC to perform Annual Financial Audit for fiscal 2022/2023 (Motion required)
  - D. Borg Insurance Agency & Associates, Inc. to manage insurance program for fiscal 2022/2023 (Motion required)
  - E. John Tanzi Architects as Library Architects for fiscal 2022/2023 (Motion required)
  - F. Frances M. Byrne Clerk of the 2023 Library Budget Vote (Motion required)
  - G. James Olney as Records Access Officer 2022/2023 (Motion required)
  - H. Nancy Morcerf as Records Management Officer 2022/2023 (Motion required)
  - I. Barbara Dattolico as Recording Secretary to the Board of Trustees 2022/2023 (Motion required)
  - J. Cristina Spinelli, CPA, as Internal Auditor for fiscal 2022/2023 (Motion required)
  - K. F. Alan Olita as Building Emergency Contact for 2022/2023 (Motion required)
  - L. Charles Cornetta as Security Consultant for 2022/2023 (Motion required)
- VI. Approval of Use of Facsimile Signature (Motion required)
- VII. Designation of Signatories for General Fund II (Motion required)
- VIII. Designation of Payroll Certification Officer (Motion Required)
- IX. Approval of Payment of Warrants when a quorum of the Board is unavailable (Motion required)
- X. Approval of Supplementary Warrants (Motion required)

- XI. **Approval of Northport-East Northport Public Library Investment Policy (Motion required)**
- XII. **Approval of Fixed Asset Item Withdrawals for fiscal 2021/2022 (Motion required)**
- XIII. **Review of Fund Balance Policy (Motion required)**
- XIV. **Approval of Tuesday, April 4, 2023, to hold Annual Library Vote and Trustee Election (Motion required)**
- XV. **Designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices (Motion required)**
- XVI. **Authorization to publish notice of the Annual Financial Audit for fiscal 2021/2022 (Motion required)**
- XVII. **Adoption of 2023 Schedule of Holiday Openings & Closings – Attached (Motion required)**
- XVIII. **Review of Procurement Guidelines Policy (Motion required)**

**XIX. Schedule of 2022/2023 Board Meetings (Draft Calendar) (Motion required)**

Thursday, August 18, 2022	10:00 AM
Thursday, September 22, 2022	10:00 AM
Thursday, October 20, 2022	10:00 AM
Thursday, November 17, 2022	10:00 AM
Thursday, December 15, 2022	10:00 AM
Thursday, January 12, 2023	10:00 AM
Thursday, February 16, 2023	10:00 AM
Tuesday, March 21, 2023	5:30 PM
Tuesday, March 21, 2023	7:30 PM - Public Hearing
Tuesday, April 4, 2023	9AM - 9PM - Library Vote & Trustee(s) Election
Thursday, April 20, 2023	10:00 AM
Thursday, May 18, 2023	10:00 AM
Thursday, June 15, 2023	10:00 AM
Thursday, July 20, 2023	9:30 AM Reorganizational Meeting
	11:00 AM

**XX. Adjournment**

**VI. Approval of Use of Facsimile Signature  
(Motion Required)**

Approval for the Board Financial Secretary, the Director, or the Assistant Director to use the facsimile signature plate and check signer. The care, custody, and control of the signature plate and key to the check signer shall be entrusted to the Board Financial Secretary, Director and/or Assistant Director.

**VII. Designation of Signatories for General Fund II  
(Motion Required)**

Designation of Director James Olney or Assistant Director Nancy Morcerf as signatories for emergency payments of up to \$5,000 from General Fund II.



**VII. Designation of Signatories for General Fund II  
(Motion Required)**

Designation of Director James Olney or Assistant Director Nancy Morcerf as signatories for emergency payments of up to \$5,000 from General Fund II.

**VIII. Designation of Payroll Certification Officer  
(Motion required)**

Designation of Director James Olney or Assistant Director Nancy Morcerf as Payroll Certification Officer to certify that the number of individuals included in the payroll for the total amount of the payroll have regularly performed their duties in accordance with the terms of employment by the Board and on the basis of personnel records maintained.

**IX. Approval of Payment of Warrants when a quorum of the Board is unavailable  
(Motion Required)**

Approval of the payment of usual and necessary warrants when a quorum of the Board is unavailable upon approval of two Board members, and the Board of Trustees shall ratify the approval of the voucher itemizing such expenditures at the next scheduled monthly Board meeting.

**X. Approval of Supplementary Warrants  
(Motion required)**

Approval of the following payments in the Payroll/Supplementary Warrants:

Payroll

1. Net Payroll
2. Federal Withholding Tax\*
3. Social Security and Medicare; employer and employee\*
4. New York State Withholding Tax\*
5. New York State Retirement, Arrears, Loans\*
6. Tax Sheltered Annuities – The Omni Group\*
7. AFLAC\*
8. Ameriflex – Flexible Spending Accounts\*

\* These are employee contributions which are deducted and forwarded on employees' behalf.

Supplementary

1. Payroll processing - PayPro
2. Utilities – National Grid, PSE&G, Suffolk County Water Authority, Northport Village Sewerage Fee
3. Insurances – Utica, NYSIF, NYSHIP, Standard Security, J.J. Stanis, Metlife, Brown & Brown
4. New York State Sales Tax
5. Bank card – WEX (Exxon/Mobil)
6. Copier Leases – US Bank Equipment Finance, Marlin Capital Solutions



# Northport-East Northport Public Library

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## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY INVESTMENT POLICY

### I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the Northport-East Northport Public Library's investment activities are, in priority order,

- to conform with all applicable federal, state, and other legal requirements,
- to adequately safeguard principal,
- to provide sufficient liquidity to meet all operating requirements, and
- to obtain a reasonable rate of return.

### III. DELEGATION OF AUTHORITY

The Northport-East Northport Public Library Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### IV. INVESTMENT PROCEDURES

These investment procedures apply to all monies and other financial resources available for investment by the Northport-East Northport Public Library in compliance with the Northport-East Northport Public Library Investment Policy. The Northport-East Northport Public Library policy is to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Such procedures include an adequate internal control structure to provide a satisfactory level of accountability based on reports incorporating description and amounts of investments, transaction dates, and other relevant information provided to the Board of Trustees on a monthly basis.

Investments will be managed to meet liquidity needs for the current month plus one month based on forecasted needs. Within the provisions of the Northport-East Northport Investment Policy every effort will be made to maximize return on investments through rate comparisons with consideration to locality of institution and past business practices.

# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS AS OF JUNE 30, 2022

## DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$20,302.99
Northport	\$22,963.01
<b>GRAND TOTAL</b>	<b>\$43,266.00</b>

Please note:

The actual acquired date is given for anything added, moved or deleted since July 1, 2003. Prior to July 1, 2003 the date acquired appears as 1/1 of the year on record. For older items which have no acquired date on record, the default date of 1/1/1900 is used.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2021 THROUGH JUNE 30, 2022**  
**EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
0674	Rolling Storage Unit (Meeting Room)	\$575.00	1/1/1989	Discard
2714	Tall Stools	\$159.00	1/1/1997	Discard
2715	Tall Stools	\$159.00	1/1/1997	Discard
2718	Small Stools	\$153.00	1/1/1997	Discard
2719	Small Stools	\$153.00	1/1/1997	Discard
2720	Small Stools	\$153.00	1/1/1997	Discard
2721	Small Stools	\$153.00	1/1/1997	Discard
2722	Small Stools	\$153.00	1/1/1997	Discard
2723	Small Stools	\$153.00	1/1/1997	Discard
2754	Wood Chair	\$420.00	1/1/1997	Discard
2793	Wood Chairs	\$429.00	1/1/1997	Discard
2799	Wood Chairs	\$429.00	1/1/1997	Discard
2809	Wood Chairs; Adult	\$429.00	1/1/1997	Discard
2810	Wood Chairs; Adult	\$429.00	1/1/1997	Discard
2817	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2818	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2820	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2821	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2822	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2827	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2832	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2833	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2836	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2838	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard
2841	Wood Chairs w/cushioned seat	\$494.00	1/1/1997	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2021 THROUGH JUNE 30, 2022**  
**EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
2925	Wood Chairs	\$214.00	1/1/1997	Discard
4831	Café Stool	\$199.99	1/1/2003	Discard
4984	Coffee Grinder	\$900.00	5/12/2004	Discard
5095	Task Chair	\$145.00	12/21/2004	Discard
5806	M91P Computer (RefDesk-2EN)	\$740.00	4/26/2012	Discard
5902	M92P Computer (YSRRefDesk-1EN)	\$764.00	4/30/2013	Discard
5903	M92P Computer (YSRRefDesk-2EN)	\$764.00	4/30/2013	Discard
5934	BookCentre S7141 and 17" Touchscreen Monitor	\$5,995.00	4/30/2013	Discard
6060	Cappucino Dispenser	\$1,200.00	4/28/2015	Discard

**TOTAL DELETIONS FROM EAST NORTHPORT \$20,302.99**



**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2021 THROUGH JUNE 30, 2022**  
**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
0384	Book Equipment Stand; Dictionaries	\$70.06	1/1/1988	Discard
3478	Chairs; Cafe style (CH-5)	\$142.50	1/1/1998	Discard
3480	Chairs; Cafe style (CH-5)	\$142.50	1/1/1998	Discard
3482	Chairs; Cafe style (CH-5)	\$142.50	1/1/1998	Discard
3484	Chairs; Cafe style (CH-5)	\$142.50	1/1/1998	Discard
3654	Garbage Pails	\$310.00	1/1/1998	Discard
3691	Coffee Grinder	\$900.00	1/1/1998	Discard
4555	Book Truck, Mini, Single Sided, 3 shelves	\$175.95	1/1/2001	Discard
4809	Slatwall Spinning Kiosk	\$530.00	1/1/2003	Discard
5611	Cappucino Dispenser	\$1,200.00	12/6/2010	Discard
5702	DesignJet Z5200 Large Format Printer	\$4,630.00	6/3/2011	Discard
5730	Lenovo ThinkPad Edge Laptop	\$530.00	6/7/2011	Discard
5799	ThinkCentre M91P Computer (TeenDesk-1N)	\$740.00	4/26/2012	Discard
5801	ThinkCentre M91P Computer (RefDesk-2N)	\$740.00	4/26/2012	Discard
5803	ThinkCentre M91P Computer (RefDesk-1N)	\$740.00	4/26/2012	Discard
5804	ThinkCentre M91P Computer (RefDesk-3N)	\$740.00	4/26/2012	Discard
5891	M92P Computer (Accounting-3N)	\$764.00	4/30/2013	Discard
5899	ThinkCentre M92P Computer (YSRefDesk-1N)	\$764.00	4/30/2013	Discard
5900	ThinkCentre M92P Computer (YSRefDesk-2N)	\$764.00	4/30/2013	Discard
5901	ThinkCentre M92P Computer (YSRefDesk-3N)	\$764.00	4/30/2013	Discard
5908	ThinkCentre M92P Computer (NetworkServ4N) (PZ)	\$764.00	4/30/2013	Discard
5930	Dell XPS 12 Ultrabook Laptop	\$1,072.00	1/10/2013	Discard
5932	BookCentre S7141 and 17" Touchscreen Monitor	\$5,995.00	4/30/2013	Discard
6213	HP LaserJet Pro MFP 225dw	\$200.00	12/12/2016	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
FIXED ASSET DELETIONS JULY 1, 2021 THROUGH JUNE 30, 2022**

**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
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**TOTAL DELETIONS FROM NORTHPORT \$22,963.01**



# Northport-East Northport Public Library

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## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY FUND BALANCE POLICY

The Board of Trustees recognizes that sound financial management principles require that sufficient funds be retained to provide a stable financial basis at all times. This policy is to enable realistic long-term planning and to assist with effective development of annual budgets.

The Library's Unassigned Fund Balance will be maintained to provide the Library with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur during the fiscal year. The Unassigned General Fund Balance used for these purposes may be appropriated only by resolution of the Board of Trustees. Any portion of Fund Balance may be applied or transferred for a specific purpose by formal action of the Board of Trustees. Amendments or modifications to the applied or transferred fund balance must also be approved by formal action of the Board of Trustees.

In compliance with GASB 54, *Fund Reporting and Governmental Fund Type Definitions*, governmental fund balance is reported in classifications that comprise of a hierarchy based on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications of fund balance are as follows:

*Nonspendable* represents amounts that cannot be spent because it is either 1) not in a spendable form, such as inventory or prepaid items; or 2) legally or contractually required to be maintained intact.

*Restricted* represents externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

*Committed* represents a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and requires the same level of formal action to remove the constraint. The Board of Trustees is the decision-making authority that can, by formal resolution prior to the end of the fiscal year, commit fund balance.

*Assigned* consists of amounts that are subject to purpose constraint that represents an intended use established by the government's highest level of decision-making authority, namely the Board of Trustees, through resolution. The purpose of the assignment must be narrower than the purpose of the general fund.

*Unassigned* represents the residual net resources in excess of the other classification.

When resources are available from multiple classifications, the Library spends funds in the following order: restricted, committed, assigned, unassigned.

This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

**XVII. Adoption of 2023 Schedule of Holiday Openings & Closings**  
(Motion required)

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**2023 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS**

January 1, 2023	Sunday	New Year's Day	Close all day
January 2, 2023	Monday	New Year's Day (Observed)	Close all day
January 16, 2023	Monday	Martin Luther King Jr. Day	Close all day
February 20, 2023	Monday	Presidents' Day	Close all day
April 9, 2023	Sunday	Easter Sunday	Close all day
May 14, 2023	Sunday	Mother's Day	Close all day
May 28, 2023	Sunday	Memorial Day Weekend	Close all day
May 29, 2023	Monday	Memorial Day	Close all day
June 18, 2023	Sunday	Begin Sunday closings	Close all day
June 19, 2023	Monday	Juneteenth	Close all day
July 4, 2023	Tuesday	Independence Day	Close all day
September 4, 2023	Monday	Labor Day	Close all day
October 1, 2023	Sunday	Resume Sunday Openings	Open 1 - 5
October 9, 2023	Monday	Columbus Day	Close all day
November 11, 2023	Saturday	Veterans' Day	Close all day
November 22, 2023	Wednesday	Thanksgiving Eve	Close at 5 PM
November 23, 2023	Thursday	Thanksgiving	Close all day
December 24, 2023	Sunday	Christmas Eve Day	Close all day
December 25, 2023	Monday	Christmas Day	Close all day
December 31, 2023	Sunday	New Year's Eve	Close all day

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
PROCUREMENT GUIDELINES POLICY**

1. A. Every prospective purchase of goods must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

B. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity. Any questions regarding the applicability of any of these exceptions should be referred to Library counsel.

C. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

3. A. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<b><u>Estimated Amount of Purchase Contract</u></b>	<b><u>Method</u></b>
\$0.00 to \$2,000.00	No quotes required
\$2,000.00 to \$5,000.00	Two verbal quotes
\$5,000.00 to \$10,000.00	Verbal request for the goods and written/fax quotes from two vendors
\$10,000.00 to \$20,000.00	A written request (RFP) and written/fax quotes from three vendors.

**XVIII. Review of Procurement Guidelines Policy (Motion required)**

<b><u>Estimated Amount of Public Works Contracts</u></b>	<b><u>Method</u></b>
\$0.00 to \$5,000.00	No quotes required
\$5,000.00 to \$10,000.00	Two verbal quotes
\$10,000.00 to \$20,000.00	Written RFP and written/fax proposals from two contractors
\$20,000.00 to \$35,000.00	Written RFP and written/fax proposals from three contractors.

B. Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

C. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

D. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to make an award to other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

Among the relevant factors to be considered are the following:

- (a) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
- (b) Vendor's terms of payment are disadvantageous to the Library, e.g., full payment before commencement of work or delivery of goods;
- (c) Vendor cannot comply with the full specifications of goods or services as set forth by the Library;
- (d) Vendor's warranty for goods or services is deemed inadequate by the Library;
- (e) Vendor's after purchase support services are deemed inadequate by the Library.

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5. Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:

A. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment integrity, and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:

- (a) Whether the services are subject to state licensing or testing requirements;
- (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (c) Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally-owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

B. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.

C. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

D. Goods under \$2,000.00 and public works contracts for less than \$5,000.00. The time and documentation required to purchase through this policy may be more costly than the item itself and, therefore, not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

E. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such

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as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

6. No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the Board of Trustees, or the library administration, i.e., the Library Director and/or Assistant Library Director, hold a full or partial interest.

7. No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00, if so desired.

8. This policy shall be reviewed annually by the Board of Trustees of the Library at its reorganizational meeting or as soon thereafter as reasonably practicable.

Adopted 04/1992

Revised 07/2007, 12/2010

Reviewed 07/2019, 07/2020, 07/2021, 07/2022